



Request For Proposal

Use this form to submit proposal(s) for training programs to be offered within the Department of Army's South Central civilian personnel region. The South Central region includes Army and Corps of Engineer sites in Alabama, Florida, Georgia, South Carolina, North Carolina, Virginia, and Louisiana. **No other proposal formats will be considered.** Use a separate form for each course. For questions concerning this process, contact Steven Funderburk at 256-842-6621 or Louise Olszewski at 256-842-6670, or email Steven.Funderburk@us.army.mil or Louise.Olszewski@us.army.mil.

Vendor Information	
Name	
Address	
Email	
Telephone	Fax
Federal Tax ID #	
Cancellation Policy: Specify the number of business days notice prior to the program start date required to cancel program without penalty and any other relevant information.	

Course Information				
Title				
Alternate Title				
Course Length				
Course Level	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	
Delivery Method: Select all that apply	<input type="checkbox"/> Classroom	<input type="checkbox"/> Tele-training broadcast (from Huntsville, AL studio)	<input type="checkbox"/> Other	
Learning Objectives				
Course Outline				
Equipment Requirements				

Cost Information

Factor all tuition, instructor travel/meals/lodging, printing, certificates or any other expenses associated with conducting this program into the cost figures you provide. Multiple credit card payments will be made for per student cost; however, only one credit card payment will be made for "per course" cost. **Note:** Since we are a regional training center, your proposed costs should reflect the potential of volume training.

Per Student Cost	
Per Course Cost	
Volume Discount	
Maximum Number of Students	
Minimum Number of Students	

Instructor Information

Provide information on your Instructor(s) and their experience.

Instructor Name	Relevant Experience

Reference Information

Provide information on recent references (DoD/Federal Government preferred).

Reference Contact Information	Service(s) Provided

Contact information for the person that prepared this proposal.

Name	
E-Mail Address	
Phone Number	